

## Action Plan Schedule for Academic Affairs

### Academic Year 2020-2021

Action Item:	Person/School/Department responsible	Initiate date	Date Due
<b>Fall semester</b>			
• Deans provide updated advising lists	Deans	9 August	29 August
• Updated advisement plan for all programs in the website to be matching the catalog	Deans + Department Chairs		23 August
• New Faculty Orientation / Professional Development Program	Provost and Dean of Office of Student Success		23 - 29 August
• Fall Final Exam Schedule	Registrar		23 August
• Updating the website	Deans & Department Chairs		30 August
• Reviewing Faculty Annual Plan	Deans	10 September	13 September
• First Academic Council Meeting to approve Summer Sessions Graduates	Provost & Academic Council Members		9 September
• Annual Operation Plan from all Schools and Units	Deans & Units Head		
• New Faculty members search process for Spring	Deans	13 September	17 October
• Submit a copy of Faculty Annual Plan to the Provost	Dean		15 September
• Submit the Annual Plan	Direct Reports to the Provost		15 September

• <b>First Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>30 September</b>
• <b>Hiring Process for the next Academic Year</b>	<b>Deans and Provost</b>	<b>27 September</b>	<b>17 December</b>
• <b>Faculty Contract Renewal Notification</b>	<b>Provost</b>		<b>23 September</b>
• <b>Deans approve Faculty Credentials in IDAP</b>	<b>Deans</b>		<b>24 September</b>
• <b>Tea with the Provost I</b>	<b>Provost's Office</b>		<b>24 September</b>
• <b>Deans submit faculty teaching load report</b>	<b>Deans</b>		<b>29 September</b>
• <b>Provost approves Faculty Credentials in IDAP</b>	<b>Provost</b>		<b>1 October</b>
• <b>Spring Course Schedule</b>	<b>Provost &amp; Deans</b>	<b>1 October</b>	<b>15 October</b>
• <b>Second Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>14 October</b>
• <b>Department Chairs' Retreat</b>	<b>Provost</b>		<b>17 October</b>
• <b>Second Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>28 October</b>
• <b>Advisement Begins For Spring 2021</b>	<b>Department Chairs &amp; Deans</b>	<b>1 November</b>	
• <b>Early Registration For Spring 2021 Semester begins</b>	<b>Registrar</b>	<b>8 November</b>	
• <b>Third Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>11 November</b>
• <b>Book orders for Spring</b>	<b>Deans &amp; Department Chairs</b>		<b>15 November</b>

• Tea with the Provost II	Provost's Office		19 November
• Registrar submits list of expected graduates for Fall 2020 to the Deans	Registrar & Deans		18 November
• Deans submit Sabbatical Leave recommendations to the Provost	Deans	28 November	
• Third Provost's Council Meeting	Provost's Council Members		25 November
• Fourth Academic Council Meeting	Provost & Academic Council Members		9 December
• Provost submits Sabbatical Leave recommendations to the President	Provost	15 December	
• Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans & Associate Provost - Office of Student Success		20 December
• Registrar confirms list of graduates for Fall after the announcement of final grades	Registrar & Deans & Provost		27 December
• Deans send final graduates' lists to the Provost's office	Deans & Provost		30 December
<b>Spring semester</b>			
• Spring Final Exam Schedule	Registrar		27 December
• Faculty Professional Development Workshops	Provost and Dean of Office of Student Success		3-7 January
• Updating the website	Deans & Department Chairs		10 January
• Fifth Academic Council (to approve List of Graduates for Fall 2020)	Provost & Academic Council Members		13 January
• Provost submits confirmed list of graduates for Fall 2020 to the President	Provost		14 January

• <b>Reviewing Faculty Annual Plan</b>	<b>Deans</b>	<b>10 January</b>	<b>14 January</b>
• <b>Deans provide updated advising lists</b>	<b>Deans</b>	<b>3 January</b>	<b>10 January</b>
• <b>Registrar sends the Dean's List for Fall</b>	<b>Registrar</b>		<b>12 January</b>
• <b>The Registrar sends the President's list for Fall</b>	<b>Registrar</b>		<b>12 January</b>
• <b>Submit a copy of Faculty Annual Plan to the Provost</b>	<b>Dean</b>		<b>24 January</b>
• <b>Submit the Annual Plan</b>	<b>Direct Reports to the Provost</b>		<b>24 January</b>
• <b>Registrar prepares and submits diplomas for Fall graduates to the Provost</b>	<b>Registrar &amp; Provost</b>		<b>25 January</b>
• <b>Fourth Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>27 January</b>
• <b>Deans submit faculty teaching load report</b>	<b>Deans</b>		<b>28 January</b>
• <b>Deans approve Faculty Credentials in IDAP</b>	<b>Deans</b>		<b>31 January</b>
• <b>Tea with the Provost III</b>	<b>Provost's Office</b>		<b>4 February</b>
• <b>Provost approves Faculty Credentials in IDAP</b>	<b>Provost</b>		<b>7 February</b>
• <b>Fifth Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>10 February</b>
• <b>Last day to submit Promotion Application from Fall to the Provost</b>	<b>Dean</b>		<b>15 February</b>
• <b>Revise/update Academic Calendar for next year</b>	<b>Provost &amp; Calendar Committee</b>	<b>21 February</b>	<b>11 March</b>

• Department Chairs' Retreat II	Provost		20 February
• Sixth Academic Council Meeting	Provost & Academic Council Members		24 February
• Fall Schedule	Provost & Deans		11 March
• Seventh Academic Council Meeting	Provost & Academic Council Members		10 March
• Summer Session Schedule	Provost & Deans		14 March
• Sixth Provost's Council Meeting	Provost & Provost's Council Members		24 March
• Create Budget	Provost & Deans	7 March	11 April
• President's Award Announcement	Provost		TBA
• Book orders for Summer Sessions	Deans & Department Chairs		1 April
• Registrar submits list of expected graduates for Spring to the Deans	Registrar & Deans		11 April
• Fall Advisement Begins	Department Chairs	11 April	
• Early Registration For Fall Semester begins	Registrar	18 April	
• Eighth Academic Council Meeting	Provost & Academic Council Members		21 April
• Tea with the Provost IV	Provost		29 April

• Book orders for Fall 2020	Deans & Department Chairs		29 April
• Academic Honors Convocation & Student Recognition Awards Ceremony	Dean, Student Affairs & Provost		TBA
• Hiring process for adjunct Faculty for Summer Session	Provost and Deans		2 May
• Seventh Provost's Council Meeting	Provost's Council Members		12 May
• Submit Manuals and Handbook (first draft) to the Provost	Relevant Units		23 May
• Ninth Academic Council Meeting	Provost & Academic Council Members		26 May
• Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from Fall semester	Deans & Associate Provost -Office of Student Success		27 May
• All committees reporting to the Provost submit a final report	Committee Chairs		27 May
• Selection of Associate Dean (ALL SCHOOLS, based on the new procedure)	Deans	1 May	30 June
• Selection of Department Chairs and Program Coordinators (ONLY IN CASES IN WHICH CHAIRS AND COORDINATORS SELECTED LAST YEAR ARE NOT CONTINUING IN THEIR ROLES)	Deans	1 May	30 June
• Final Exam Schedules for Summer Sessions	Registrar		30 May
• Catalog information to Associate Provost - Office of Enrollment Management	Deans		30 May
• Registrar confirms list of graduates for Spring after Grades announcement	Registrar & Deans & Provost		2 June

• Registrar sends Dean's List for Spring	Registrar		3 June
• Registrar sends President's List for Spring	Registrar		3 June
• Deans send final graduates' lists to the Provost's office	Deans & Provost		8 June
• Eighth Provost's Council Meeting	Provost's Council Members		9 June
• Last day to submit Promotion Application from Spring to the Provost	Dean		15 June
• Tenth Academic Council Meeting (to approve List of Graduates for Spring 2021)	Provost & Academic Council Members		16 June
• Provost sends the confirmed list of Graduates for Spring 2021 to the President & Deans	Provost		17 June
• Submit School / Unit Annual Report	Direct report to the Provost		17 June
• Faculty Evaluation & Recommendations to the Provost	Deans		11 July
• Registrar submits list of expected graduates for Summer I to the Deans	Registrar's Office		20 June
• Registrar prepares and submits Diplomas for the Spring graduates to the Provost	Registrar & Provost		24 June
• Deans submit teaching load report for Summer I	Deans		8 July
• Provost submits Academic Affairs and Student Success Annual Report to the President	Provost		15 July
• Deans submit teaching load report for Internship Session	Deans		16 July

• Provost sends suggestions for modifications to Manuals and Handbook	Provost		22 July
• Registrar submits list of expected graduates for Internship Sessions to the Deans	Registrar's Office		23 July
• Manual and Handbook owners will send the final version to the Provost	Manual and Handbook owners		30 July
• Provost sends final approved version of all Manuals and handbooks he is supervising to the owners.	Provost		6 August
• Deans submit teaching load report for Internship Session	Deans		20 July
• Registrar submits list of expected graduates for Internship Session to the Deans	Registrar's Office		20 July
• Registrar confirms list of graduates for Summer I and Internship Session after announcement of final grades	Registrar & Deans & Provost		9 August
• Manual and Handbook owners publish them	Manual and Handbook owners		15 August
• Deans send final graduates' lists to the Provost's office	Deans & Provost		15 August

- ❖ The Deans shall submit their recommendations for faculty contract renewals **7 months** before the contracts expire.
- ❖ The School s' Advisory Council shall convene once each semester to review the School's development, achievements, and current issues.
- ❖ All deadlines above are subject to change based on the work environment needs.